

Job Description: People Business Partner (Schools)

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| Reports to: | Head of People Operations |
| Location: | Field based aligned with School Regional Director(s) <i>(this role will be supporting the London Primary schools)</i> |
| Start date: | by September 2019 |
| Hours: | 30 hours over 4 or 5 days (0.8 FTE) <i>(exact pattern to be agreed at interview stage)</i> |
| Salary: | £40,000 - £45,000 DOE (£32,000 – £36,000 pro rata) |

The Role

As People Business Partner you will deliver excellent stakeholder engagement to all of your Region's schools. Ensuring the effective delivery of a proactive and efficient People service and ensuring that strategies are in place to balance the needs of individual academies whilst supporting the delivery of Ark's strategic objectives.

In this role you will be expected to be a contributing member of the wider People team, bringing your professional knowledge and personal creativity to continuously improve the quality of the People service.

Key responsibilities

- Partner with Regional Director(s) to enable the effective development and implementation of People strategies, plans and practices
- Support your Region(s) on all key People processes, providing guidance, coaching and constructive challenge when appropriate
- Effectively engage, and work collaboratively with Central People Team Heads and other Central Function Leaders to positively influence the high performance and professional Central support services to your Region(s)
- Lead on local trade union consultations and negotiations
- Own, analyse, and report People data in ways that underpins best practice and effective people management and planning (including management intelligence and on which strategic decisions can be made)
- Where appropriate; design and deliver customised People training
- Support and/or lead project work in support of Ark's plans and priorities
- Keep abreast of HR best practice, legislative changes and new developments to continuously develop and improve knowledge and skills and broaden the understanding of inter-relationships between the range of human resources activities and functions

Person Specification: People Business Partner (Schools)

Qualifications

- CIPD qualified (or equivalent) – Level 5 minimum

Knowledge, Experience & Skills

- Demonstrable experience in HR including responsibilities for senior stakeholder management
- Up-to-date knowledge and understanding of HR best practice and practical application of employment law, can demonstrate handling ER cases effectively and providing a commercial approach with flexible/outcome focused solutions (ideally within a Trade Union environment)
- Able to demonstrate working collaboratively and delivering successfully on change management initiatives and projects
- Ability to analyse and interpret complex information and prepare and deliver briefings and or presentations
- Able to manage conflicting priorities and achieve stretching objectives
- Professional integrity and resilience, being resourceful and solution-oriented

Behaviours

- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understands how and when to take appropriate action
- Demonstrates Associate to Chartered level of the CIPD Professional Map Behaviours:
 - **Ethical practice** - Building trust by role-modelling ethical behaviour, and applying principles and values consistently in decision-making.
 - **Professional courage and influence** - Showing courage to speak up and skilfully influencing others to gain buy in.
 - **Valuing people** - Creating a shared purpose and enabling people development, voice and well-being.
 - **Working inclusively** - Working and collaborating across boundaries, effectively and inclusively, to achieve positive outcomes.
 - **Passion for learning** - Demonstrating curiosity and making the most of opportunities to learn, improve and innovate.
 - **Commercial drive** - Using a commercial mind-set, demonstrating drive and enabling change to create value.
 - **Situational decision-making** - Making effective and pragmatic decisions or choices based on the specific situation or context.
 - **Insights focused** - Asking questions and evaluating evidence and ideas, to create insight and understand the whole.

Values

- Personal vision is aligned with Ark's high aspirations and expectations of self and others
- Genuine passion and a belief in the potential of every student
- Motivation to continually improve standards and achieve excellence

Other

- This post is subject to an enhanced Disclosure and Barring Service check